



June 25, 2014

Dear Ms. xxxx:

The Indiana Department of Education requests your professional expertise in reviewing newly developed ISTEP+ Mathematics items for grades 7 - 8. Your participation is critical to ensure that all test components are developmentally appropriate for Indiana students and that the content is aligned with Indiana's Academic Standards.

Meetings for this purpose have been scheduled for August 6 – 8, 2014, in Indianapolis. Registration/Breakfast begins at 7:15 a.m. The meetings start at 8:00 a.m. and conclude by 4:30 p.m. On Friday, breakfast begins at 7:15 a.m. The meetings start at 8:00 a.m. and conclude at 12 noon.

Participants will receive an honorarium of \$150 for each full day and \$100 for each half day session. Those participants under contract at the time for activities such as summer school will need to fill out a substitute teacher reimbursement form.

Lodging will be provided for the nights of August 5 - 7, 2014 for participants living more than 50 miles from Indianapolis. CTB will pay for the room, tax, and parking; individuals will be responsible for incidentals.

By July 1, 2014, please complete and return the attached *Participant Information Form* to **Linda Potter** via fax or email:

- 317-233-2196 (fax) or
- email at lpotter@doe.in.gov

Upon receipt of your confirmation and completed *Participant Information Form*, we will notify you of the meeting location.

We appreciate your willingness to contribute to this important process and look forward to seeing you in August. Please call the Department of Education at (317) 232-9050 if you have questions.

Sincerely,

Michele Walker, Director
Office of Student Assessment